


Kristy Jane Reed

English Second Language Teacher



 Durban South Africa

 www.learnenglishwiththeacherkristy.com

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Enthusiastic, friendly and patient ESL Teacher with media and writing degree. TEFL certified with many years experience. Worked well with both children and adults; however passion is teaching adults. Delivered high-level business English instruction to international professionals, as well as developing communication skills for everyday life. General knowledge skills helps to deliver lessons on a multitude of topics. Exceptional communications skills helped clients to increase vocabulary, fluency and pronunciation. Very energetic, kind and makes sure the student gets the most out of the lesson. Strongly believe the future of teaching is online and am so excited about being a part of it and helping people communicate in English.

Interests

- Reading
- Yoga
- Swimming
- Hockey
- Animal lover
- Scuba diving
- Travelling
- Family
- Friends
- Cooking

Education

2019-10 - 2019-10

● **TEFL Certified 120hr: Teaching English As A Second Language (ESL)**

The International TEFL Organization - 916 West Diversey Parkway Chicago, IL 60614

2011-01 - 2011-11

● **Postgraduate Diploma: Management (Specialising in Sport)**

University of Cape Town - Cape Town

2006-01 - 2008-11

● **Bachelor of Arts: Media & Writing And Film Studies**

University of Cape Town - Cape Town

High School Diploma

St Marys DSG - Durban, KZN

Subjects: Maths, Biology, Drama, Geography, English, Afrikaans) (all Higher Grade)

Received a B Aggregate



Skills

- Adult & Child Education ●●●●●
Excellent
- English Pronunciation ●●●●●
Excellent
- General knowledge ●●●●●
Very Good
- Business Development ●●●●●
Very Good
- ESL- English as Second Language ●●●●●
Excellent
- English fluency ●●●●●
Excellent
- Vocabulary Enrichment ●●●●●
Excellent
- Extensive English grammar knowledge ●●●●●
Excellent



Work History

- **Formal Online English Teacher**
Shenzhen Likeshuo Network Technology Co.,Ltd Tianjin Branch
 - Used pre-written curriculum to teach students English via remote video conferencing.
 - Gently corrected student pronunciation and grammar to improve conversation skills.
 - Worked with adult students on grammar, pronunciation and sentence construction.
 - Maintained schedule of appointments and worked up to 30-40 hours each week.
 - Administered assessments to evaluate student progress.
 - Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.
 - Utilised multimedia strategies and technology to convey information in fresh and interesting ways.
 - Planned dynamic lessons to increase student comprehension of books and literary concepts.
 - Prepared comprehensive English curriculum for multiple classes.
 - Helped students develop important learning skills and good study habits useful in life and workplace.
 - Completed in-service and additional training to maintain professional growth.

2019-11 - 2021-08

- Supported student skill development in alignment with personal and academic goals.

Online English Teacher

Landi English

- Responsible for helping students grow and learn English as second language
- Have lively, engaging and entertaining lessons
- Deliver high-level lessons from beginning and throughout, use lots of TPR, props and visual aids to promote learning in fun, safe and confidence building environment.
- Reviewed homework assignments to better gauge students' learning progress and grasp of new concepts.
- Gently corrected student pronunciation and grammar to improve conversation skills.
- Worked with students between ages 4 and 14 on grammar, pronunciation and sentence construction.
- Maintained schedule of appointments and worked up to 18 hours each week.
- Administered assessments and standardised tests to evaluate student progress.
- Planned dynamic lessons to increase student comprehension of books and literary concepts.
- Cultivated relationships with parents for complete support network.
- Coordinated activities to encourage interest in reading.
- Supported student skill development in alignment with personal and academic goals.
- Worked with administrators on behavioural issues to support needs of students.

2017-08 - Current

Owner and Founder

There She Glows, Ballito

- Manage & run own business There She Glows
- Managed day-to-day business operations.
- Generated revenues yearly and effectively capitalised on industry growth.
- Created and monitored promotional approaches to increase sales and profit levels.
- Trained and developed team members to build human capital.
- Developed sales presentations and promotion initiatives to key accounts to drive product sales and increase brand awareness.

2013-01 - 2017-01

Stewardess, Cook & Tutor

Private Motor Yacht

- Worked on Private Motor Yachts as, crew chef and nanny, tutoring children on board.
- Maintained and enhanced appearance of boats by applying cleaning, restorative and protective agents.
- Communicated with manager through radio or telephone contact to receive instructions.
- Worked with students in home environments to provide educational support.

2012-11 - 2013-08

- Helped students prepare for tests and exams by providing guidance, motivation and encouragement.
- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.

Agency Social Media Manager

Native Digital

- Managed social media platforms, content & community management & development, event management & running of events, client relationship building & management, social media reporting such as stats & metrics, insights & recommendations

2011-01 - 2012-01

Marketing Assistant

WP Rugby (Pty) Ltd

- Assisted Marketing Coordinator and Marketing Manager with all operations
- Communication & Public Relations
- Sponsor liaison activities and rights activation
- Assisted with running marketing, Public Relations & Diversity PR events including match day activities
- Writing and content generation for multiple internal communication platforms
- Assisted with events and activations with player and team management
- Press conference set up and developing media liaisons and relationships

2009-01 - 2010-01

Marketing Executive

Highbury Safika Media

- Assisted Marketing Manager with all operations
- Marketing development and management of SA Rugby Magazine, SA Cricket Magazine and www.keo.co.za
- Management of subscription systems for sporting titles including SA Rugby Magazine, SA Cricket Magazine and Wedding Album Magazine
- Development of CSR opportunities for various brands
- All PR & Marketing campaigns to drive sales, both within internal and external medias
- Organised and ran John Smit's "Captain in the Cauldron" book launch and book tour events
- Promotional activities for Highbury Safika Media magazine titles, including Business Day Sport, Cape Etc and SASCOG magazines

2007-01 - 2008-03

Receptionist

The Heritage Retreat

- Booking of appointments, Typing out documents, Product selling & promoting, Payments, Calculating daily sales